



# St. Croix Valley Community Foundation Music Education Grant Program

## Application Form

**Name of applicant school**

**District (if any)**

**Address**

**City, State, Zip**

**County**

**Name of applicant**

**Title**

**Phone**

**Fax**

**Email address**

**Project title**

**Start & end dates**

**Number of students who will benefit from this project**

**Total project cost**

**Amount requested**

**Project summary** Please place two or three sentences summarizing the project; text must fit this space:

**Narrative** Please attach no more than two single-spaced pages of narrative following this outline:

- The need, problem or opportunity this project will address.
- Project description including the objectives and activities to be accomplished.
- How the project will contribute to music education in the St. Croix Valley.

**Budget Detail** Please list items separately and show how this amount was determined. Add an additional sheet of paper if more space is needed.

| <u>Item</u>       | <u>Detailed Description</u> – How amount was determined (e.g. artist costs per day, number of instruments) | <u>Cost</u> |
|-------------------|--|-------------|
|                   |  |             |
|                   |  |             |
|                   |  |             |
|                   |  |             |
|                   |  |             |
|                   |  |             |
|                   |  |             |
| <b>Total Cost</b> |  |             |

**Other Funding Sources** *If the project's total cost is more than the amount requested, please describe the source of additional funds*

| <u>Funding Source</u>  | <u>Amount Requested</u> | <u>Received?</u> |
|------------------------|-------------------------|------------------|
| _____                  | _____                   | _____            |
| _____                  | _____                   | _____            |
| _____                  | _____                   | _____            |
| _____                  | _____                   | _____            |
| <b>Total Requested</b> | _____                   | _____            |

**Signature** of the applicant school certifies that if awarded a grant, the organization will:

- Carry out the activities and expend grant funds as described in the proposal, to the best of their ability.
- Submit significant changes in the scope or budget of the project to the foundation for approval.
- Notify the foundation of performances, displays, celebrations or other events related to this project
- Complete a written report within 30 days of the completion of the project.
- Acknowledge the foundation's role in supporting the organization in communications with students, parents, school districts and their boards and the public.

**Signatures by applicant school**

**Applicant** (signature and date): \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

**Principal/Headmaster** (signature and date): \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Applicants which are not public schools should submit a copy of the organization's 501(c)(3) letter from the IRS. If an applicant does not have 501(c)(3) status, the grant must be administered by a fiscal agent who should sign below. A copy of the fiscal agent's 501(c)(3) letter must be included with the proposal.*

**Fiscal Agent Organization** (signature and date): \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Proposal checklist**

- Application form including budget and signed by the school's Principal or Headmaster (and fiscal agent if necessary). **Applications without these signatures will not be considered.**
- 1-2 page proposal narrative
- 501(c)(3) tax determination letter (if you are a 501(c)(3) organization)
- Prepare and submit **a total of eight** sets (including the original and seven copies) of this form, the narrative and any attachments to:

**St. Croix Valley Community Foundation**  
516 Second St., Suite 214  
PO Box 39  
Hudson, WI 54016-0039

**Due by**  
5:00 p.m., Tuesday October 9, 2007

**Proposals sent by fax or email will not be accepted**